

STYLE GUIDE

WRITING

PUNCTUATION

PUBLISHING

MEASUREMENT

MODERN
LANGUAGE,
PUBLISHING &
MEASUREMENT

INTRODUCTION

Style Guides are also called *Style Manuals* and *Manuals of Style* (e.g. Wiki), and are a set of standards designed to produce writing consistency across organisations and publications. Today most major print media organisations have their own style manuals, as do many broadcasters such as the ABC. Some Government departments such as the Victorian Department of Human Resources even have them. But perhaps the most important style guide for teachers and students in Australia is the *Australian Government Style Manual*.

The *Wiley Style Manual* (Sixth edition) is published by the Commonwealth Government and is best positioned to be the foundation for a singular modern approach to writing in Australia.

To help educators understand modern writing and publishing, our volunteers have compiled this free style guide draft and named it the *Australian Publishing & Style Guide*. It is a community based project, so please let us know if you find any errors or omissions. This publication adheres to the principles set out in the international Metric System, the International System of Units (SI) and by the Australian Federal Government. It was designed as a teacher resource to help address the miss-match of principles taught in Australian schools by teachers of differing ages and levels of knowledge. Should you need a more comprehensive guide, we recommend the *Wiley Style Manual*.

Special thanks to Kathie Maynes for her ongoing guidance, direction and support in preparing this free resource for you – our eSplash readers. Also thanks to Margaret Nicholas who first guided Artworkz in language during our early years.



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WRITING

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AWARDS & MEDALS

COMMON WORDS

BOOK LAYOUT

Language Basics

- Noun** **A word used to name a person place, thing, quality or action.** Nouns (proper nouns) describe a unique entity such as mum or friend, while common nouns describe an entire group such as family or classmates.
Nouns include: Peter, Sarah, cat, girl, toe, cake, shoe, mother, women, ladybug, egg, room, mom, dad, fish and birthday.
- Pronoun** **A word that can be substituted for nouns.** Pronouns offer an alternative to constantly repeating a noun in text and give us something to write if we don't know the noun.
Pronouns include: I, we, me, us, you, she, her, he, him, it, they, both, everyone, few, each, many, more, my, none and them.
- Verb** **A word used to express existence, action, or occurrence.** Verbs are the words that let us to be or do anything.
Verbs include: run, kick, call, cry, jump, visit, yell, work, sink, does, was, had, could, am, get, look, turn, win, zoom and taste.
- Adverb** **Any word that when added to a verb, modifies its meaning.**
Adverbs include: carefully, quickly, quietly, high, fast, loudly, downstairs, there, because, in, out, anywhere or accidentally.
- Adjective** **A word used to describe something.** An adjective modifies nouns by qualifying, limiting, specifying or distinguishing it.
Adjectives include: Australian, French, clean, long, shy, pretty, sweet, sour, young, old, red, blue, dirty, rich, clean and odd.
-

HOME

Capitals



Sentences

In Australia, capitals are generally accepted as a cue at the start of each sentence. However, when a sentence starts with a proper name such as microsoft.com, this rule is overlooked. But starting a sentence with a proper noun should be avoided when possible.

Quotes

A quote starts with a capitalised first letter. If a quote is in two parts, the second part is not capitalised:

'Her hypothesis is right', Tom said, 'just as I thought'.

Honorary titles

Capital letters are used for honorary titles such as Prime Minister, Premier, Doctor of Chief Executive Officer.

Personal names

People's names are proper nouns and are capitalised, unless the name includes a definite article belonging to a foreign language:

Jeremy Smith
Eugène von Guerard

Capitals



Nick names

It is normal practice to capitalise nick names:

Johnny Rotten

Brian the Braveheart

Medial capital

It is acceptable for names to include a medial capital:

Herbert FitzRoy

Nationalities, languages and religions

Names that identify inhabitants of a certain region, their language or religion are capitalised:

The group included English speaking Greek Christian men.

Organisations

Committees (and the word committee) are not capitalised unless they are recognised proper nouns. Organisational names are capitalised, excluding articles, prepositions and conjunctions:

the Department of Environment, Land, Water and Planning
The money was donated to the committee the following day.
The Joint Standing Committee on Migration meets today.

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Capitals



Government

Capitalise terms related to Local, State or Federal Government:

Commonwealth, Federal, State, Government, Cabinet, Treasury, Crown, Parliament House, Act, Bills, Regulations.

Modes of address

Titles of deities and royalty, as well as the titles of men and women heading political parties, businesses, legal corporations and other organisations are capitalised:

God, Allah, Buddah, Pope, Her Majesty the Queen, Dame Pattie Menzies, Premier, Chief Executive Officer, Pastor, Leader of the Opposition, Barrister and even Chef.

Geographical names

Names of officially accepted geographical locations are capitalised:

Pacific Ocean, Central Australia, Central Victoria, Snobs Falls, Blue Range, southern Melbourne, western Victoria, Murray Darling Basin, Goulburn River, Murray and Darling Rivers.

Seasons of the year (summer, autumn, winter, spring)

Seasons are not proper nouns and are not generally capitalised.

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Capitals



Buildings and structures

When written in full, names of official buildings are capitalised:

Melbourne Town Hall, Melbourne Art Centre, State Library, Alexandra Library, the Yea and Alexandra Libraries.

Compass points

Compass points are not capitalised, unless they're part of the name of a region (e.g. South of the Equator) or they are abbreviated:

north, south, east, west, north-east, south-western
Northern Australia
N E S W NE SWS

Historical periods

Historical periods and events within those periods are capitalized:

the First World War, WWI, Iraq War, the Boer War

Public holidays

The term 'public holiday' is not capitalised. However, the names of public holidays are proper nouns and are capitalised:

Australia Day, Good Friday, Ash Wednesday, Hanukkah

Capitals



Taxonomy (branch of science concerning classification)

All names of taxonomic groups are capitalised. The table below shows an animal example on the left (Bare-nosed wombat) and a plant example on the right (Showy Indian clover).

Normal rules apply when writing the common names of species, and proper nouns are capitalised:

River red gums frequently fall here.

The river red gums frequently fall here.

The Lewin's honeyeater roosted in the river red gum.

Animalia

Domain: Eukarya
Kingdom: Animalia
Phylum: Chordata
Class: Mammalia
Order: Diprotodontia
Family: Vombatidae
Genus: *Vombatus*
Species: *Vombatus ursinus*

Common: Common wombat

Botany

Domain: Eukarya
Kingdom: Plantae
Phylum: Angiosperms
Class: Eudicots
Order: Fabales
Family: Fabaceae
Genus: *Trifolium*
Species: *Trifolium amoenum*

Common: Showy Indian clover

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Our Names

Historically the formatting of Christian and given names have attracted greater levels of punctuation. However, this has now changed and it is generally accepted that a lesser degree of punctuation is accepted and preferred:

John James Smith

John J Smith

JJ Smith

JJ

HOME

Days

Days of the week should be spelt out in full. However, there are times when this is not practical due to limited space. In these instances it is acceptable to abbreviate the days of the week:

Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Thursday is shortened to five letters, Tuesday is shortened to four letters and Monday, Wednesday, Friday, Saturday and Sunday are all shortened to three letters.

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Months

Months of the year should be spelt out in full, however, it is recognised that there are times when this is not practical due to limited space. In these instances it is acceptable to abbreviate the following months of the year:

Jan. Feb. Mar. Apr. May
Aug. Sept. Oct. Nov. Dec.

June and July are the exceptions and are never shortened.

September is shortened to four letters and has a full stop after it to indicate it has been shortened. All other months are shortened to three letters and have a full stop after them to indicate they have been shortened.

Italics



The *italic* style of type is less familiar to readers than standard type, and is therefore considered harder to read. While it is acceptable for emphasis and creative publishing, avoid it for bodies of text.

Use italics for titles of:

- Legislation and names of legal cases
- Regular publications such as newspapers and magazines
- Books, magazines, journals and manuscripts
- Plays, movies, TV shows and radio programs
- DVD and video titles
- Musical compositions
- Works of art and poems

Use italics for names of:

- Scientific names of all animalia species (at or below genus)
- Ships, aircraft and vehicles (not SS, HMS, HMAS *etc.*)
- Technical terms and terms being defined
- Letters, words and phrases being cited
- Where a special emphasis is being applied

Creative italics

It is acceptable to use italics in headings and text to create a specific publishing effect.

Italics



Acceptable *italic* examples include:

The wombat was identified as the species *Vombatus Ursinus*.
It appeared in the *Environmental Protection Act 1994*.
The article appeared on page two of the *HeraldSun* yesterday.
One of ABBA's more popular songs was *Mamma Mia*.
He saw the *Phantom of the Opera* three times.
The statue *Princess Alexandra* stood proudly in the gardens.
She read *The Man from Ironbark* out loud to the class.
The painting *Cathedral Mount* was sold at auction.
The battery worked by *Electrolysis* as was proven in class.
He purchased the schooner *Enterprize* in 1835.
He served on HMAS *Whyalla* for two years.
This form of *love* comes from the Greek word *agape*.
He spelt finalise with an s, not a z as they do in America.

Note: It is considered acceptable in Australia to use quote marks as an alternative to italics, when you are creating emphasis.

Please refer to the *Admiral's* edition. (Correct)

Please refer to the 'Admiral's' edition. (Correct)

Italics



Use italics for foreign abbreviations

When using the foreign abbreviations: [*sic*], *viz.*, *e.g.*, *i.e.*, *etc.*, or *et al.*, we suggest they be written in italics as shown here.

Note: The practice to italicise foreign abbreviations such as: [*sic*], *viz.*, *e.g.*, *i.e.*, *etc.*, or *et al.*, is now being challenged. Some modern dictionaries no longer supporting it, believing that these abbreviations are now part of our common language.

Hence, we consider either application acceptable in Australia:

i.e. (Correct)
i.e. (Correct)

e.g. (Correct)
e.g. (Correct)

etc. (Correct)
etc. (Correct)

viz. (Correct)
viz. (Correct)

Note: While there is growing flexibility with the application of italics to abbreviations such as those above, it is extremely important that you choose a consistent approach across your publication.

Italics



Taxonomy

Taxonomy is the branch of science concerned with the classification of biological organisms.

All names of taxonomic groups from genus and below are in italics.

The table below shows an animal example on the left (Bare-nosed wombat) and a plant example on the right (Showy Indian clover).

Animalia

Domain: Eukarya
Kingdom: Animalia
Phylum: Chordata
Class: Mammalia
Order: Diprotodontia
Family: Vombatidae
Genus: *Vombatus*
Species: *Vombatus ursinus*

Botany

Domain: Eukarya
Kingdom: Plantae
Phylum: Angiosperms
Class: Eudicots
Order: Fabales
Family: Fabaceae
Genus: *Trifolium*
Species: *Trifolium amoenum*

HOME

Underlining



Underlining is generally discouraged in the body of text unless you are highlighting a hyperlink (internet link) to another site or file on a computer server.

Typewriters were the writers' tool of choice during the 1800s and 1900s. Modern day techniques such as **Bold** or *Italics* were not available on early typewriters, so underlining was often used to introduce, emphasise or draw attention to a word, series of words, sentence or a large body of text. But with the advent of computers, typewriters have been done away with due to their limited functionality. Today underlining text is being phased out as it is generally accepted that underlined text is less legible.

Underlining is now used for weblinks as well as in publishing circles where it is used for its creativity.

Use underlining text to:

- illustrate a [hyperlink](#) to a website
- Creative design by publishers

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Bold



The use of **bold** text is less prevalent today and is generally discouraged unless using it for headings, in glossaries or in indexes.

Use bold text:

- to be a creative publisher
- to introduce words in a glossary
- to create contrast
- when writing indexes

Note: Bolded characters, words, phrases and bodies of text can initially be distracting and may even result in the reader not following their natural reading patterns. For instance, the reader may begin reading at the bolded section, simply because this is where their eye naturally gravitated to when they viewed the page.

Colour



The use of **coloured** text is less prevalent today and should generally be avoided. It is accepted that **coloured text** can **draw attention** away from the **broader textual context**, make reading **harder** and result in a **less formal** or **more immature** result.

The use of greyscale colour variations should be considered the same as colour (above) and be generally avoided. While the writer may get away with using it for contrast, lightening text actually creates less contrast and therefore makes reading harder for readers with issues with their eyesight.

Use coloured or greyscale text sparingly to:

- be a creative publisher
- to create lesser contrast
- to introduce fun or lightheartedness

Note: Americans spell colour without the 'u' (color).

Spacing



While it was once common practice to apply double spacing after a full stop, colon or semicolon, this is no longer the case. Today the overall trend in Australia is to minimise unnecessary punctuation, thereby saving time, paper, ink and space as well as creating nicely flowing text.

SINGLE SPACING

The cat sat, meowed and slept. It then woke again.

SINGLE SPACING

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Numbers



Numbers in sentences

Sentences should start with numbers spelt out in full:

One hundred years ago, they were all riding horses.

In text bodies where numerals are used frequently, spell numbers 1–9 and write numerals for all remaining figures up to one hundred:

Tony turned 11, two days after his older sister turned nine.

However, if numbers are infrequently used in a body of text, it is also considered acceptable to spell out all numbers from 1–100.

Tony turned eleven a few days after his sister's birthday.

Often the first option is more broadly taught as it is considered easy to understand and teach. However, when writing numbers in mathematical text, in tables or in the application of measurement that involve using symbols, numerals should be used. In measurement, apply the formatting as shown in our *SI Measurement* guideline section.

The bucket held 5 L of water.

Numbers



Long Numbers

Alpha, numeric or alpha/numeric forms of long numbers are acceptable. Focus should be on using the most legible format:

Seven Million or 7 Million or 7 000 000

This also applies for more complex long numbers:

Three and a half million or 3.5 million or 3 500 000

In scientific texts the use of 'Power of Tens' is standard.

3.5×10^6

Billion and Trillion

In regard to long numbers, the value of one billion and one trillion is worth discussion. While originally accepted as having one value in Australia, a newer international conversion is now accepted here.

Old: billion — one million x one million (10^{12})

New: billion — one thousand x one million (10^9)

Old: trillion — one million x one million x one million (10^{18})

New: trillion — one million x one million (10^{12})

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Numbers



Spacing digits from three-digit groups

Previously in Australia a comma was used to separate groups of digits when they include one or more groups of three digits (e.g. \$100,000). However, this has since changed and a comma is no longer used. It is now recommended that a space be used in place of the comma (*i.e.* \$100 000).

While it is no longer recommended, it is still considered as being an acceptable way to write numerals.

Four-digit numbers

In numbers with four digits, no space is used (*i.e.* \$1752 or 3714).

Per and /



Per and / are often used in business contexts, though can be used in general texts when talking about speed, fuel economy or in texts talking about sport.

Use of 'Per'

The word *per* is used when units are being spelt out.

The car reached 116 kilometres per hour before braking.
The team averaged 2 goals per quarter.

Use of '/'

A forward slash is used when units are abbreviated.

The car reached 116 km/h before braking.

Indenting



Indenting is generally associated with dot points. The use of indenting and dot points can help produce clarity in the presentation of information. However, the overuse of indents and dot points can be counterproductive to natural reading flow, especially if they span numerous pages. Restraint is suggested.

The benefits of indenting and dot points include:

- Presents information in a clear manner
- Helps encourage writers to avoid overwriting
- Easy for the reader to skim through
 - Use the en dash for the second subdivision

Things to be careful of:

- don't overuse indented dot points
- apply consistent formatting
- avoid using more than two levels

In the samples above, the use of capitalisation and full stops differ. While there are different approaches to grammatical content, consistency across documents is most important. In regard to the indent symbols, dots are suggested over numbers or letters, unless the document specifically requires this formatting style. In this case a maximum of two sub levels is recommended.

Addresses



Addresses in Australia are written:

100 Smith St
100 Smith Rd
100 Smith Blvd

Address contractions include:

Avenue	-	Ave
Circuit	-	Curcuit
Court	-	Crt
Crescent	-	Cres
Drive	-	Dr
Esplanade	-	Esp
Freeway	-	Fwy
Grove	-	Gr
Heights	-	Hts
Highway	-	Hwy
Parade	-	Pde
Place	-	Pl
Street	-	St
Terrace	-	Tce

Full stops are not generally used in these instances unless the contraction is ending a sentence.

States



The States of Australia are written with capitals:

New South Wales

Victoria

Queensland

Western Australia

South Australia

Tasmania

Australian Capital Territory

Northern Territory

In their shortened form they are written:

NSW Vic. Qld WA SA Tas. ACT NT

The shortened form should not be used in text that is likely to be read by an international audience, as they may not be aware of what the shortened forms represent.

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etc.



etc. is an abbreviation for the Latin phrase *et cetera*, which means 'and the rest'. It is used when listing things. Note: Use the abbreviation *et al.* (meaning 'and others') when listing 'people'.

If a list has already been introduced with 'for example', there is no need to use *etc.* as it is already implied that there are other examples. Use *etc.* only once per sentence and avoid using it if possible as it is considered less formal today.

Don't use the word 'and' before *etc.* plus always use a period afterwards, as this remains the accepted practice for abbreviations. However, the use of Italics is now optional (see italics section).

etc. in lists

Use *etc.* when listing two or more things, and what is omitted is clear:

The colours were red, green, blue, *etc.*

The box contained dust, sand, pebbles, *etc.*

Commas

Earlier practice saw *etc.* followed by a comma (when the structure of the phrase required it), However, this is no longer supported:

It contained dust, sand, pebbles, *etc.* but no gold.

[*sic*]



[*sic*]. is an abbreviation of the Latin phrase *sic erat scriptum*, which means 'thus'.

When quoting text, it is correct practice to reproduce the text exactly as the original text was written. However, there may be instances when the quoted material is incorrect or dubious in nature. In these instances it may be desirable to remind the reader that although the text appears wrong or dubious, it is still accurate. The use of italics is now considered optional (see italics section).

Use of '[*sic*']

[*sic*] is written in italics (as it is a foreign word), within square brackets and with a lowercase 's':

John had two sons, Brian [*sic*] and Jeremy.

He announced 'I sailed the world twice' [*sic*] before retiring.

[*sic*] can be used to draw the reader's attention to a quote:

He wrote that a mistake was made in the poem. [*sic*]

viz.



viz. is an abbreviation for the Latin word *videlicet* and means 'that is', 'that is to say' or 'as follows'. It is used to introduce further information or examples into text.

Always use a period afterwards, as this remains the accepted practice for abbreviations. The use of Italics is now optional (see italics section).

Use of '*viz.*'

viz. is written with a lowercase 'v' italics with a full stop afterwards to indicate it is an abbreviation. When reading, '*viz.*' is usually read as 'that is' or 'namely'.

John had two children, *viz.* Brian and Jeremy.

We all wanted to make it, *viz.* finish the race first.

The car only had three wheels, *viz.* it was only a three wheeler.

Note: *Viz.* is not widely used today and should be avoided.

i.e.



i.e. is an abbreviation for the Latin phrase *id est* and means 'that is'.

It is used to clarify the original phrase, or introduce further information and examples into text, especially where space is limited. When space is not limited, it is recommended that the term 'that is' or 'that is to say' be used.

Always use periods as shown above, as this remains the accepted practice for abbreviations. The use of Italics is now optional (see italics section). There is no need to use a comma after *i.e.* even though one is used when fully written out.

Use of '*i.e.*'

i.e. is written in italics and lowercase '*i.e.*' with a full stop after both letters.

I love apples, *i.e.* the sweetness of the flesh.

It broke down from mechanical failure, *i.e.* a cracked head.

She chose a long dress, *i.e.* the red ankle length one.

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e.g.



e.g. is an abbreviation for the Latin phrase *exempli gratia* and means 'for example'. It is used after something has been introduced – as a way of giving examples of it. When space is not limited, it is recommended that the term 'for example' be used.

Always use periods as shown above, as this remains the accepted practice for abbreviations. The use of Italics is now optional (see italics section). There is no need to use a comma after *e.g.* even though one is used when fully written out.

Use of '*e.g.*'

e.g. is written in italics with a lowercase '*e.g.*' with full stops after both letters.

I love apples, *for example*, granny smith and golden delicious.

I love apples, *e.g.* granny smith and golden delicious.

Ending is commended, *for example*, reaching the last episode.

Ending is commended, *e.g.* reaching the last episode.

Use of parenthesis

It is considered acceptable for introduced text to be contained within parenthesis when a stronger emphasis is required:

Ending is commended, (*e.g.* reaching the last episode).

HOME

Awards



While the old way of writing Awards and Medals after a person's name included full stops and spaces, this trend is no longer supported as we see the global trend towards removing unnecessary writing elements including full stops and spaces.

Removing these text elements reduces time spent writing and saves on printer ink. Awards and Medals such as an OEM are now written in much the same way writing initials in a name. There are no full stops or spaces between words:

Medals

Companion of the Order of Australia	AC
Officer of the Order of Australia	AO
Member of the Order of Australia	AM
Medal of the Order of Australia	OAM

Awards

Diploma of Education	BEd
Doctor of Philosophy	PhD

A person's name with Awards and Medals is now written:

John Smith OAM
JS Smith AOM
Dr John Oswald Smith OAM, PhD, BEd

HOME

Common Words

and how to write them



Some compound words are now accepted without a hyphen (examples in blue).
Correct spelling and layout of some company and trademark names are in green.

adviser aftercare all-round Android Anzac App Store Apps Apple Pay AppleTV Apple Watch at risk babysit Band-Aid beekeeping benefitted bikeride blackboard breastfeeding bushcraft bushfire capsize childbearing Chromebook circumnavigate class time classmate classroom close-up Coca-Cola colour co-operate	co-ordinator cookie (computer file) cross-check cyberbullying day-to-day decision-making Duke of Edinburgh earth Earth (planet) eBook ecommerce email enroll enrolment enrolled/enrolling ensuite examination eyesight 40 Hour Famine facebook factsheet favorite finetune firefighter firefighting fireproof first aid firsthand flexitime	flow-on focused foothole footloose freeze-frame fulfil fulfilment full-time fundraiser fundraising Game Maker GarageBand gemstone goodwill Gmail Google granddaughter grandfather grandmother grandson great-granddaughter great-grandparents great-grandson half-hour half-life hard working heartfelt high risk high-rise home-based honeycomb	hyperlink iMac iOS in-depth in-house inquiry (not enquiry) interdisciplinary internet intranet Instagram iPad iPadOS iPad Pro iPad mini ironbark itself jellyfish judgment led learnt life-long low-key lunchtime Mac MacOS MacBook MacBook Air MacBook Pro Mac Mini
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HOME

Common Words

and how to write them



Some compound words are now accepted without a hyphen (examples in blue).
Company and trademark name examples in green

midyear
mid-morning
mind-set
multistage
multi-storey

needs-based
no-one
northeast
northwest
noticeboard

offline
ongoing
online
organise
organisation
outreach
outpatient
overthrow
undergo

part-time
Pepsi
pick-up
PowerPoint
Post-Its
post-mortem
postnatal
PowerPoint
prenatal
prep
prerequisite

prebook
preschool
pre-trial
printout
proactive
problem-solving
program
proofread
proofreader
proofreading
re-enactment
redgum
red tape
risk-taking
risk-taker
riverbank
riverbed
riverside
role model
role-play

school day
school holidays
secondhand
self-confident
self-esteem
self-harm
self-help
self-motivated
setup
showgrounds
skilful
southeast

southwest
spell-check
sportsperson
stillborn
subgroup
SunSmart
synthesize

take-up
teammate
team player
testimony
text (singular)
texts (plural)
text type
throughout
three-dimensional
TvOS
Twitter
two-dimensional

up-to-date

WatchOS
weblinks
webpage
website
well-advised
well-appointed
wellbeing
well-built
well-connected
well-defined

well-done
well-earned
well-established
well-founded
well-informed
well-known
well-mannered
well-meaning
well-meant
well-off
well-read
well-rounded
well-spoken
well-timed
whatever
what ever (*interrogative*)
wholeheartedly
Wiki
Wikipedia
willpower
windfarm
Windows
workload
World War I
World War II
WWW

Year 4

HOME

New Book Layout



COVER

Cover

The following series of pages usually adopt Roman Numerals.

Half Title
Page
Page i

Half Title Page

Centred text, usually in the same font as the cover's font. User discretion applies as to whether this is implemented.

Back of
Half Title
Page
Page ii

Back of Half Title Page

This page may include:

Published by Writer's Publishing Corporation Inc.

Seymour, Victoria

www.writers.com.au

First published February 2009

Edition two published 2014

© Copyright Writer's Publishing Corporation Inc. 2009

This publication is copyright. No part may be reproduced except in accordance with the provisions of the Copyright Act 1968.

Title Page
Page iii

Title Page

Reprint the title in centre of page in a smaller font than was used for the main text, but using the same font.

Blank
Back of
Title Page

Back of Title Page

Blank reverse page with no page numbers.

HOME

New Book Layout



Forward

Page iv

Forward

Someone else writes the foreword and introduces the book from the perspective or themselves or from the perspective of a group, organisation or collective. This section can be multiple pages and always begins on the right page.

Blank back
of Forward

Blank back of Forward

Blank reverse page with no page numbers.

Contents

Page v

Contents

This is list of contents of the book to help readers find sections. This is usually created after the book is complete to ensure page numbers line up. Can be multiple pages.

List of
Tables

Page vi

List of Tables

This is a list of tables and illustrations that are required if the document includes several tables or illustrations. It usually uses the same font as the Contents page.

Preface

Page vii

Preface

The preface is written by the author and is where they describe the rationale behind the book and the methodology employed to produce it can be discussed. It is also a place where they can acknowledge others. This section should be kept to a maximum of two pages to avoid being confused with the introduction.

Aknow-
ledgements

Page viii

Aknowledgements

This is where the author may choose to acknowledge those persons, organisations or collectives that have helped in the publication's preparation. It is usually in the same font as the Main Text.

HOME

New Book Layout



Summary

Page ix

Summary

This section is a summary of the main points introduced in the book and does not usually exceed two pages. It may contain text pasted from elsewhere in the book, though its unnecessary duplication should be avoided. Suggestions may include:

- what the book covers and achieves
- the author's objectives in writing the book
- summary of the processes involved
- research or initiative (perhaps including the terms of reference)
- recommendations or findings resulting from the project

Introduction

Page x

Introduction

Here the writer can describe the book's background and how the text was prepared. It can be multiple pages.

Main Text

Page 1+

Main Body of Text

These are the pages of the main text and page numbers now move to decimal numerals beginning with 1. Text commences on the first right page after the Introduction.

Appendix

Pages
continue in
decimals

Appendix

Begins on the first right side of the first right page after Main Text. Additional information can be inserted that supports the Main text, but is too detailed to be included in it. This includes tables and graphs, but not text that is essential reading.

List of Abbreviations

Continue in
decimals

List of Abbreviations

Begins on the first right side of the first right page after Main Text. This is a list of any acronyms, abbreviations and conventions used in the book. It can include a bibliography, reference list and endnotes. A bibliography should only contain references that have been made by the author in the publication, or by those considered experts who were also involved in its preparation. A reference list is where items for suggested further reading can be listed. Headings such as *Web site* or *Publications* can help keep this section neat.

HOME

New Book Layout



Glossary

Pages
continue in
decimals

Glossary

Begins on the first right side of the first right page after List of abbreviations.

Index

Pages
continue in
decimals

Index

Begins on the first right side of the first right page after Glossary. This section is where you create a detailed list which includes page numbers of important topics in the text. Having a comprehensive Contents at the front of the book may reduce the need for a Index at the back and would be especially beneficial when authors are writing small books or when the author is producing a digital eBook where software based search features can be utilised.

List of Tables

Page vi

Back Cover

The back cover of a book and the words it carries are very important. The standard back cover of a book can allow for around 150–200 words and what appears here will depend upon the style of book written. For instance, a novel may carry a short one or two paragraph summary of what the book is about and end with an intriguing question or point of mystery or intrigue. A nonfiction author may add a short summary and then say 'In this book, you will learn how to:' followed by three to five bullet points which highlight what they will learn. An odd number of bullets is considered best. Be prepared to research your book style and learn from others and what they have done.

NOTE

Be aware that this is a guide only and there are many variations to this layout in common use worldwide. It is common for certain publications such as photo books or digital information eBooks to do away with many sections.

If writing a book, we recommend you research what other authors are doing for that style of book and inspect their published books for insight.

HOME

PUNCTUATION

'

Apostrophe

.

Full stop

,

Comma

?

Question mark

-

Hyphen

—

En dash

—

Em dash

()

Brackets

!

Exclamation mark

:

Colon

;

Semicolon

' '

Quote marks

...

Ellipsis

/

Forward slash

\

Backslash

_

Underscore

Apostrophe



An apostrophe is used to indicate when one or more characters are missing between the first letter of the first word in a phrase and the last letters of the last word in a phrase (known as contractions):

they will they'll (contraction)

The apostrophe is used to indicate when a singular common noun is being used in the 'possessive' form. An apostrophe is placed at the end of the noun and then an 's' is added:

cat (singular) cat's (possessive)

An apostrophe is applied after the 's' to indicate plural possession:

cats' bowls

Rules relating to names that already end in the letter 's' can vary and lead to confusion. As a way of avoiding confusion, it is considered good practice to add an *apostrophe* then 's' to any such name – regardless of any previous rules that may have applied:

Gus's cat Hans's house It was Sims's property

This rule is not generally applied to the biblical name Jesus, which due to its religious nature should always be written: Jesus' mother.

HOME

Apostrophe



Names of places

It is now a generally accepted practice in Australia to leave out apostrophes in the names of places:

Devils Cove Kings Cross Snobs Falls

Names of institutions

It is a generally accepted practice to leave out apostrophes in the names of institutions:

St Marys Church Electrical Trades Union Sams Diner

Street and other signage

Apostrophes are no longer used on signage, even though wording may indicate possession:

Foggs Lookout Queens Street Steels Lane

Plural units of measurement

When units of measurement are written in their shortened form (e.g. 24 km, 56 W, 300 L or 100 mt) plural forms are always ignored as stipulated by the Metric System on 1964. So an apostrophe is therefore never required.

HOME

Apostrophe



Possessive phrases

Possessive phrases generally have an apostrophe:

someone else's books the editor-in-chief's tasks

However, some possessive phrases no longer need an apostrophe:

drivers licence travellers cheques visitors book

Time

A singular noun in an expression of time has an apostrophe:

a week's time the month's journey the year's cycle

But possessive expressions of time do not need an apostrophe:

nine weeks time three days work six seconds time

Plural forms and letters of the alphabet

An apostrophe for some plural phrases such as: *fresh apples and oranges* or *carols by candlelight*, are no longer supported. But letters of the alphabet written as plurals still attract an apostrophe:

Dot the i's and cross the t's Mind your p's and q's

HOME

Full Stop



The full stop is also called a *period*, *dot* and *baseline dot*. It is one of the three termination marks (characters) used in the English language to end a sentence. Full stops are also used when abbreviating some words/phrases and in defining sections in a text (Section 4.3). They act as a decimal point in mathematics and as a separator in time (12.30 pm). They form part of the code in computer languages, are present in email and web addresses (*tim@apple.com*, *www.apple.com*) and are a required character in the syntax of computer filenames (*info.txt*).

Termination marks

There are three termination marks:

- | | |
|--------------------|-------------------------------------|
| • Full stop | The colour is bright. |
| • Exclamation mark | The colour was so bright! |
| • Question mark | Is the colour normally this bright? |

When to apply a full stop at the end of a sentence

Apply a full stop at the end of a sentence to signify that the sentence has ended. The first character of any sentence that follows is capitalised and should not be a numeric number.

Exclamation marks and Question marks

Exclamation marks and question marks are used in place of a full stop and full stops are not applied before or after them.

Full Stop



Reduced words and phrases

There are five areas where words or phrases are contracted (have one or more characters or words omitted):

- Abbreviations and contractions (contracted words/phrases)
- acronyms and initialisms (contracted phrases)
- symbols (see measurements section for usage)

Of all five, only abbreviations require a full stop.

Abbreviations

Where the contracted word (abbreviation) does not retain the word's final character, a full stop is applied at the end of the word so the reader knows that one or more characters are missing. Unlike contractions, which have a unique pronunciation, abbreviations are often spoken as their original word sounds:

Prof. (Short for Professor)

Rev. (short for Reverend)

Tues. (short for Tuesday)

Abbr. (short for abbreviation)

Italics and commas with abbreviations

When using foreign abbreviations such as: *etc.* *e.g.* and *i.e.* it is still correct practice in Australia to italicise them. But the use of a comma after abbreviations such as *etc.* is no longer considered necessary in Australia, as the full stop already implies a pause.

Full Stop



Contractions do not have full stops

Contractions are usually two-word phrases that have been contracted into a new single word. They retain the phrase's first character of the first word and the last character of the last word. They generally have a distinct sound which differs to the phrase's original pronunciation (*i.e.* They'll or We'd). However, singular word contractions (*i.e.* Dr, Mt or Mr) retain the sound of the original word. Some contractions have apostrophes, but none have full stops.

Acronyms do not have full stops

Acronyms are words formed by combining letters (usually the first letter of each word in a phrase) and pronounced as a singular word (*i.e.* ANZAC, NATO, or WHO). They do not need a full stop and are usually (but not always) capitalised.

Initialisms do not have full stops

Initialisms are words formed by combining letters (usually the first letter of each word in a phrase) and pronounced as letters (*i.e.* CFA, FBI or FAQ). They do not need a full stop and are capitalised.

Email and web addresses

The full stop is used in email and web addresses, as well as for computer coding. Full stops in these instances must be reproduced exactly as they exist, otherwise the link or purpose will be broken.

HOME

Full Stop



Ellipses

Ellipsis are formed by three consecutive full stops with no spaces. A space is always applied before and after the ellipsis (...) and never add a full stop to an ellipsis. Only question marks, quotation marks and exclamation marks can precede or follow an ellipsis.

Mathematics

Full stops are used in mathematics in western speaking countries as decimal points (decimal separators) that divide whole numbers from decimal numbers (e.g. 3.14159).

Single spacing between sentences

The early practice of applying double spaces after a full stop and before the start of the next sentence is no longer supported. Today a single space between sentences is used.

Do not use a full stop after:

- headings
- page headers
- display lists (that have short list items)
- captions (unless they are complex sentences)
- index entries
- measurement symbols
- a three dot ellipsis

Comma



The comma is a sentence break which purpose is to bring clarity to sentences. While writing styles differ between writers, and their use of commas can vary widely in number, it is generally recommended that you use commas sparingly.

Commas in lists

Commas can also be used in lists to separate the items listed:

The animals involved included the cat, dog and chicken.

Separating longer statements of similar weight

Although a comma is not needed between two short statements in a sentence when the statements are of equal weight, one can be used to separate two longer statements of similar weight – even though a conjunction (or, but, and *etc.*) has been used:

The inspector noticed the missing bolt during his investigation, and noted the misplaced bolt in the report he was preparing.

Numbers followed by numbers

If a phrase used at the start of a sentence ends in a number and is then followed by a number, a comma is used as a separator:

In 1926, 25 of the residents moved to the newer modern site.

Comma



Introductory phrases

An adjectival phrase used at the start of a sentence is separated from its subject by a comma when the writer feels the absence of one may lead to confusion:

Cold and wet, she made her way home.

An adverbial clause phrase used at the start of a sentence is separated from its subject by a comma when the writer feels the absence of one may lead to confusion:

After she ran home, she lit a fire and warmed herself by it.

Names and expressions at the start of a sentence

When used at the start of a sentence, names or expressions such as *for example*, *for instance*, and *however*, have a comma:

For example, he was able to eat all six apples in one sitting.
Tony, reflecting further, remembered where he put his keys.

Commas used to reflect missing text

Commas can be used to show that text is missing in a statement:

In 1910 there were 5 deaths; in 1911, 10, and 20 in 1912.

HOME

Comma



Commas to replace parenthesis

In some instances, commas can be used to avoid the use of parenthesis as commas are not as emphatic as parenthesis:

While the pot was warming, despite the dying fire, they spoke openly about events.

Commas to separate names from titles

Use commas to separate a person's name and title or their affiliations:

Mr Fred Smith, OAM, was fifth from the right at the ceremony.
The Secretary, John Roseberry, delivered the opening address.

Locations and places

When describing a location or place, use twin commas to better separate text elements:

She was born at London, England, in 1853.

Question Mark



The Question mark is a punctuation mark and is also called an interrogation mark, interrogation point, query or eroteme in journalism. It is used to inform the reader that a direct question is being asked of either them, or someone else:

She wants to know if you are hungry?
Can you ask Jerry if he is hungry?

Direct questions

A direct question always ends in a Question Mark:

Did young Johnny pass this way?

Rhetorical questions

Rhetorical questions are questions that need no response. These have a question mark, though not necessarily at the end:

What did he see in her?
What did you see in her?, his mother asked.

Doubt

Use a question mark to suggest doubt, for example *201?*.

HOME

Question Mark



Question tags

Question tags are also known as tag questions. They are usually short questions added to a statement to turn it into a question:

It's their job, isn't it?

Do not use question marks when the sentence only contains an isolated inquiry instead of a full question:

He will want to know if and when, after it begins.

Use question marks after indirect questions even though they require no answer such as:

We broke it, are we in danger?

Don't use question marks after statements requiring no response:

Please try to be on time for the next meeting.

Finally, were you aware that a question mark can be combined with an exclamation mark!? In typesetting this unconventional punctuation mark is called an interrobang and is often printed as ?

HOME

Hyphen



There are three dashes in the English language. The hyphen (-), the en dash (–) and the em dash (—). The em dash is roughly the width of an upper-case M, the en dash is roughly the width of a lower-case n and the hyphen is the smallest, being less than the width of an n. The two dashes are often referred to as the en rule and em rule.

Note: Hyphens are not used to define ranges in dates, times, measurements, scores or figures (e.g. 12–14 January, 4–6 minutes, 20–30 kilometres, 1–2 kg, they won 6–8). The en dash is used in these instances (as shown). See en dash section for more.

The use of hyphens is called hyphenation. To type a hyphen on a Windows or Mac keyboard, press the minus key (right of the zero). You can also use the minus key on the numeric keypad. In typeset the hyphen and minus are different characters, but with the advent of computing, they have become interchangeable.

Main uses of the hyphen:

- To show when words have been cut in two at the end of a line.
- To join words so as to reduce confusion and increase clarity.

Spaces with Hyphens

As a general rule, hyphens do not have spaces either side of them.

Hyphen



Words at the end of lines

Hyphens can be used at the end of a line of text where otherwise the word would be cut in two. This is often seen when using justified text, or with smaller column widths such as in newspapers.

INCORRECT without a hyphen

The cat had considerable trouble in finding a way to ensure its food was not consumed by the family dog.

CORRECT with a hyphen

The cat had considerable trouble in finding a way to ensure its food was not consumed by the family dog.

CORRECT alternate text

The cat's trouble in finding a way to ensure the family dog did not consume its food, was considerable.

When possible, reduce hyphens at the end of lines. A non-breaking space may help (Shift+Ctrl+Space). Avoid breaking words of one syllable or six or less letters, ensure that at least three letters are taken down to the next line and that both prefixes and suffixes are divided at the break. People's initials should not be separated from their names and short titles (e.g. *Mr* or *Mrs*) should not be separated from the name.

In measurements, the number should always be on the same line as the measure (10 km). Dates written with a numerical component should also be on the same line (10 May). Web addresses should only be separated at the forward slash and must never be altered.

HOME

Hyphen



Clarity in text

As a general rule, a hyphen is not needed unless the lack of one alters the meaning of the sentence:

Euroa has little town charm (unintended use)

Euroa has little-town charm (intended use)

Hyphens in company names

The hyphen should always be used exactly as shown.

Hyphens in product names

The hyphen should always be used exactly as shown.

Hyphens in email addresses

The hyphen should always be used exactly as shown.

Hyphens in website addresses

The hyphen should always be used exactly as shown.

HOME

Hyphen



One-syllable prefixes

A prefix is any letter or group of letters placed before another word (root word) that expands or changes its meaning.

If adding a prefix produces a word that already exists (*recover*, *recreation*, *deice*) then a hyphen is needed for clarity (*de-ice*). In most other cases a hyphen is applied to one syllable prefixes, especially when the last letter of the prefix is the same as the first letter of the word (e.g. *mis-stated*):

bi-	cent-	co-	de-	dis-	en-
ex-	fore-	il-	im-	in-	ir-
mid-	mis-	non-	pre-	pro-	re-
sub-	suf-	sym-	syn-	therm-	trans-
tri-	un-	a-	e-	l-	u-

Exceptions

Exceptions can be formed when errors are repeated long enough that they become acceptable, or when new terms are coined. The words e-commerce and e-business are both accepted without hyphens today. Other exceptions to the above rule include:

apolitical	ebusiness	ecommerce	cooperate
coordinate	ebook	grandmother	injustice
prefix	suffix	premade	prepare

HOME

Hyphen



Two-syllable prefixes

Generally use a hyphen with words with two-syllable prefixes:

ante-	anti-	bio-	circum-	contra-	contro-
counter-	epi-	ergo-	homo-	hyper-	infra-
inter-	intra-	macro-	micro-	mono-	neo-
omni-	para-	peri-	semi-	uni-	kilo-
hemi-	semi-	mili-	centi-	hexto-	

Ending or not ending with the letter O

When using a two-syllable prefix that ends in the vowel O, don't use a hyphen, regardless of whether the word starts with a vowel or consonant (e.g. photographer, ergonomic, biosecurity). When using a two-syllable prefix that ends in a vowel other than O, and the word starts with a vowel, it is common practice to use a hyphen (e.g. anti-aircraft, semi-automatic).

Ending in a consonant

Two syllable prefixes ending in a consonant rarely have a hyphen (e.g. overworked, underweight), as do two syllable prefixes relating to measurement (e.g. centimetre, kilometre).

Three or more syllable prefixes

The rules that apply to the use of two syllable prefixes also apply to the use of prefixes with three or more syllables (e.g. homeo-).

HOME

Hyphen



Prefixes with Dates

Where a prefix is used with a day of the week or a month of the year, a hyphen is required (e.g. mid-Wednesday, mid-September).

Non-plural and plural time and ages

Hyphenate non plural time (e.g. ten-year) but not plurals (e.g. ten years). With ages, use three hyphens (e.g. ten-year-old-boy) when ten-year old precedes a noun. If it follows a noun which it modifies, no hyphen is required (i.e. The boy was one year old).

Prefixes with capitalised words (proper noun)

When a word starts with a capital letter, adding a prefix to that word requires the use of a hyphen (e.g. un-Australian or mid-April).

Prefixes with words in italics

Where a prefix is used with a word required to be written in italics, a hyphen is always used. In the below example, protests against *The Age* newspaper is being referred to (e.g. anti-Age sentiment).

Prefixes with words in quotation marks

Where a prefix is used with a word required to be inside quotation marks (as it makes up part or all of a quote) a hyphen is required (e.g. pro-'activist' position).

HOME

Hyphen



Suffixes

Suffixes are usually used at the end of a word without a hyphen (e.g. fruitful or yellowish). However, when using the word *fold* or *odd* with numbers (e.g. 10-fold or 20-odd), an exception is made and a hyphen is required.

Suffixes with matching letters

A hyphen is used if the last letter of the root word is the same as the first letter of the suffix (e.g. wiretap-proof). This is done to avoid confusion.

HOME

Hyphen



Compound words

A compound word is formed by the combination of two other words, resulting in a new word with a different meaning. The most common compound words are where two nouns are joined. In this instance they are mostly written without a hyphen, though some are acceptable in both forms.

Compound numbers from twenty-one to ninety-nine

A hyphen is required when spelling out any of the numbers between twenty-one and ninety-nine, to avoid any confusion.

Exceptions

Many compound words are now accepted in any of three forms (as one word with no hyphen, as two words or in a hyphenated form. Examples of acceptable words include:

Form 1	Form 2	Form 3
clean-up	clean up	cleanup
ice-cream	ice cream	icecream
life-span	life span	lifespan
play-ground	play ground	playground
take-away	take away	takeaway
sub-alpine	sub alpine	subalpine

Care needs to be taken to ensure the meaning is maintained.

Hyphen



Compound words with great or grand

When using the word great as the start to a compound word, a hyphen is required (e.g. great-grandson). However, when using the word grand at the start of a compound word, a hyphen is not required (e.g. grandfather). When both these terms are used together, hyphens are required as shown (great-great-grandfather).

Compass Points

When using compass points in a compound word, they are generally hyphenated (e.g. north-east, south-west), however, it is also considered acceptable in Australia today to combine the words (*i.e.* northeast, southwest). This is inline with the modern trend to minimise text, as well as making it more consistent with the style promoted by the Canadian and US governments.

Separating groups of digits in a telephone number

Both standard and mobile telephone numbers in Australia are written with spaces (not hyphens) between the number groups. This is done as the numbers appear more defined to the eye and the number requires less writing (*i.e.* 03 1234 5678 or 0434 345 678). If including a country code to a standard number, then add a '+' to the start, followed by the country code, then the number – but without the initial zero (+61 434 345 678). Note that the country code for Australia is +61 and this is included when calling an Australian phone number from outside of Australia.

En Dash



There are three dashes in English language. The hyphen (-), the en dash (–) and the em dash (—). The em dash is roughly the width of an upper-case M, the en dash is roughly the width of a lower-case n and the hyphen is the smallest, being less than the width of an n. The two dashes are often referred to as en rule and em rule.

Linking numbers and text

The en dash is generally used to link numbers and text together and is often used as a way to say *to* or *through*:

Span of time (e.g. May–July, 1999–2001, 3–4 pm)

Span of distance (e.g. 20–30 km, 2–5 mm)

Span of figures (e.g. 9–11 Darcy Street)

Span of quantities (e.g. 400–500 people)

As the minus symbol in mathematical equations

In mathematics the en dash is un-spaced when used as a mathematical noun (e.g. –5 or –102). However, it is spaced when used as an operative (mathematical verb):

$$9 - 3 = 6$$

$$12 - 10 = 8$$

The en dash is similar in length to the equals sign.

HOME

En Dash



Report scores

They won the game 6–5 even though they were the underdog.
The vote came in as 153–96 to everyone's surprise.

Spelt out fractions

Use an en dash with spelt out fractions (e.g. one–third, five–sevenths).

An en dash is never used in conjunction with the words 'between' or 'from'. In these instances use the 'to', 'through' or 'and':

the time between 2001 and 2003	(not 2001–2003)
the length between 5 cm and 9 cm	(not 5 cm–9 cm)
the years from 2001 to 2003	(not 2001–2003)
the time from 2 pm to 5 pm	(not 2 pm–5 pm)
it ran from 2001 through 2003	(not 2001–2003)
it ran from 2 pm through 5 pm	(not 2 pm–5 pm)

En Dash



The en dash can be used with prefixes to create a stronger emphasis than a hyphen

non–English speaking countries
an anti–harm minimization stance

Join compound adjectives if they are more than one word

a hepatitis B–positive person
an anti–harm minimization position

Show conflict or connection

The Labor–right movement was to blame.

Show associations between words with separate identities. No spaces are required unless there are multiple words on both sides being linked:

US–China relations
Sino–American agreement
the Albury–Wodonga area
cost–benefit ratios
a father–son relationship
a Commonwealth – Western Australia agreement
40 BC – 20 AD

HOME

En Dash



Writing an en dash on a Windows PC

There are numerous ways to type the en dash (–) on a Windows PC using a Windows style keyboard. These include:

1. **Keyboard shortcut:** Press and hold the *Control* key while you press the *minus* key (Ctrl+minus) on the numeric keypad, found on the right of full-size Windows keyboards.
2. **Use a Character Code:** Simply type 0150 into your document then press and hold down the *Alt* key while pressing the x (Alt+x); 0150 will now be transformed into an en dash.
3. **Symbol dialog:** You can also use the *Symbol* dialog box to set up your own shortcut keys in Word, Excel and Keynote. This is accessible from the insert feature in all Microsoft Office products. Google search the *Symbol* feature to learn more.

Writing an en dash on a Mac Computer

Macs have a slightly different keyboard arrangement compared to their Windows counterparts. To type an en dash (–) on a Mac using the Mac keyboard, press Option+hyphen.

Writing an en dash on Windows PCs with a Mac keyboard

If you are using a Windows operating system with a Mac keyboard (*i.e.* running Windows on a MacBook) it may be best to use the *Symbol dialog* and setup a keyboard shortcut. This is because earlier options do not always work.

Em Dash



There are three dashes in English language. The hyphen (-), the en dash (–) and the em dash (—). The em dash is roughly the width of an upper-case M, the en dash is roughly the width of a lower-case n and the hyphen is the smallest, being less than the width of an n. The two dashes are often referred to as en rule and em rule. **Recently it has been accepted that a spaced en dash (–) can replace an em dash, though the em dash remains acceptable.**

The em dash is a punctuation mark and can replace parentheses (round brackets), colons and semi-colons. Unlike hyphens which are usually used to join, the em dash is generally used to separate.

Avoid the overuse of the em dash and never use more than two in a single sentence, to avoid confusion or distraction.

Replace a comma to create more emphasis

although the cat was black—it was irrelevant in this case.
she slipped on a banana peel – this didn't cause the injury.
most cats here are black – not this special little feline.

Replace a semicolon to give more emphasis

the cat was young – incredibly young for its size and maturity.
the judge ruled on her case—guilty!

HOME

Em Dash



Replace parenthesis and commas for emphasis

An em dash can be used to create more emphasis than a comma, but its emphasis is considered less than parentheses:

the cat was black—most are actually grey—and it scared him.

If a sentence is already using an em dash and you need to further separate elements, then it is acceptable to use parenthesis in combination with the em dash:

They needed it all—all of it (including the tape)—before leaving.

Preceding punctuation

Only parenthesis, exclamation marks and question marks can precede an em dash, but should be avoided when possible as they are confusing and break the flow of the text:

They found it (the red one)—in the tunnel—at the station.

They found it!—in the tunnel—at the station.

Where was it?—in the tunnel—at the station.

Quotes

A quote mark precedes an em dash when writing out a quote:

‘Be yourself; everyone else is already taken’—Oscar Wilde

Em Dash



2-em dash

The use of two em dashes together is appropriate when you are trying to avoid repetition in reference lists and bibliographies:

Eildon Primary School Teachers Manual, page one, line three
——, page two, line five
——, page five, line three

To replace missing words or numbers

It is acceptable to combine double or even triple em dashes, to show that numbers, letters or words have been omitted:

They chanted —— repeatedly. (—— replaces an expletive)
He yelled —— repeatedly. (—— replaces the word *leave*)
It was alleged that D—— did it. (—— hides *Derek*)
She turned ——1 year of age (used to hide the full age)

Spaced em dashes

Spaces before and after em dashes are not recommended in Australia, though if using a double en dash in place of the em dash, then spaces are used either side – as shown here.

Em Dash



Writing an em dash on a Windows PC

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Brackets



There are four kinds of brackets used in Australian texts:

- () Round brackets (Parentheses – plural noun)
- [] Square brackets
- < > Angle brackets (chevrons)
- { } Curly brackets (braces)

Brackets are a matched pair of punctuation marks used to keep text clear and introduce new information within text. Some are used more often today than others.

Angle brackets are mostly used today when introducing electronic addresses such as an email or website addresses, or for writing server sites such as an ftp server. Curly brackets are now primarily used in the area of mathematics and square brackets are discouraged due to their ability to impede the flow of text and impede the natural progression of reading.

Round brackets remain the most used form of bracket today, though even they are discouraged from being overused.

Parentheses is a plural noun while parenthesis is a singular noun, however, today parentheses is interchangeable for both uses.

Brackets



Parentheses ()

Use a parenthesis for the inclusion of writers' comments, definitions, classifications and asides (things not considered part of the main topic of discussion):

The CFA (Country Fire Authority) were the first responders.
John Cotton (1807–1849) was another respected early pioneer.
Nearly 25 percent of the budget (\$8500.00) was reallocated.

Parentheses can also be used to add extra information regarding cross-references and citations:

The outcome was as predicted (see table 4).

Avoid using parentheses inside parentheses.

Commas with parentheses

Apply commas after parentheses (if one would be required without the parenthesis). (If an entire sentence is included in a parentheses, then the full stop should also be applied inside it.) Otherwise apply the full stop outside the parentheses (after it).

Brackets



Square Brackets []

Square brackets are used in quoted material as a way of informing the reader that the text being read is from the current author – not the original author being quoted. Inserting text into someone else's quote (interpolations) is generally used to add clarity or provide new information:

'The police arrested him [John Smith] for theft'.

He stated 'I was from the outback [Central Australia] where I was raised by ranchers, yet he was actually born in England'.

They can also be used by a current author to point out errors in the original authors material:

He announced 'Sarah drove in a fird [Ford] to her wedding'.

Avoid the overuse of square brackets as it impedes the natural flow. Apply commas after square brackets if one would be required.

Do not use square spaces in place of parentheses. If using square brackets, avoid using spaces after the opening bracket and before the closing bracket [spaces like this are no longer used].

Brackets



Angle Brackets < >

Angle Brackets are used for introducing a modern address (such as an email, FTP or website address) into text:

Contact Jeremy at <facebook.com.jeremy>.
All enquiries to <enquiries@abcd.org.au>.

When using angle brackets, no extra punctuation can be used within those brackets, as the text is directly representative of an actual internet address and doing so will break its link.

Angle brackets are not required if the address is on its own line or already set apart from the main body of text, such as at the bottom of a business card:

Name: Jeremy Smith
Phone: 123 456 789
Email: enquiries@abcd.org.au

Angle brackets are also used in mathematics. We do not cover their mathematical uses in this eBook.

Brackets



Curly Brackets { }

Curly brackets are also known as curly braces in the US and UK, and flower brackets or squiggly brackets in India.

They are not widely used in formal text, though sometimes may be used to show when words or sentences should be taken as a group, especially when other types of brackets are already in use in that text. They are also sometimes used in dictionaries.

They can also be used to indicate when a group of lines should be taken together.

Mathematics

Curly brackets are used in mathematics.

Music

Curly brackets are also used in sheet music. They are called accolades or braces and connect two or more lines (staves) of music that are to be played simultaneously by the musician.

Computer Programming languages

Curly brackets are also used in computer programming languages.

Exclamation Mark



Exclamation marks are used at the end of a sentence to create emotional emphasis

When the wave hit I was washed off my feet!
I was really shocked to hear the news!

When using an exclamation mark, don't use a full stop

Surely that is not correct!
Are you kidding me!

Exclamation marks can emphasise a statement or command

Stand to attention!
Move the rudder to port!

Use with question marks

Were you aware that a question mark can be combined with an exclamation mark at the end of a sentence!? In typesetting this unconventional punctuation mark is called an interrobang and is often printed as ? In general handwriting both '!?' and '?!' is considered acceptable in Australia, though '!?' is preferred.

Colon



The colon, semicolon and comma, have three main purposes:

- Bring emphasis to text
- Connect text
- Make text easier to read and understand

Use a colon to introduce text that enhances the previous text:

Tom was worried: will Father Christmas visit his home?
The car was left out of gear: then rolled over the cliff.

Use a colon to summarise text:

It was a nasty act: violent, dark and hurtful.
The cake was awful: dry in texture with a bitter taste.

Use a colon when creating a contrast from the preceding text:

They went to buy a drink: but all the drinks had been sold.
The car was sent to the mechanic: who failed to fix the problem.

HOME

Colon



Use a colon if listing items that add new information

Three colours were present: red, green and blue.

To not act meant: failure, financial loss and the chance of ruin.

To avoid confusion, use semicolons to separate introduced elements after the colon when the text introduced includes commas:

Her painting featured: buildings; a substantial castle, known as Grand Castle; a large lake; a stand of manna gums, a common species of local tree; as well as blue sky and green grass.

However, a colon is not needed if the text after the colon naturally follows the preceding text and is not in contrast in any way to the preceding text:

Tom dropped his icecream, then ordered another one.

She finished the exam, then handed it in to the teacher.

The plane reached the airstrip, landing successfully.

He asked, who was responsible for the spill?

Colon



Use a colon if using the terms: *the following, follows or followed*

The chart listed the following: Tom, Sue and Harry.

This is what follows: embarrassment, pain and angst.

And this is what followed: wind, rain and eventually snow.

A colon is not usually needed when the text is prefaced by any of the words: *namely, including or such as*:

It made sense, namely how it produced positive results.

The idea was good, including how it started and how it ended.

The incident report named others such as Tom and Sue.

HOME

Colon



When a section of text is set away from the main text it is commonly called block quotation. When using block quotation, use a colon to introduce it:

The extract started:

It was to the pleasure of the King to announce the beginning of a new holiday, to remember the sacrifice of the men who fought so gallantly.

A colon is used when a question is being directly asked:

The question we ask is: who is able to help?

If multiple questions are asked, a capital letter is used for each question after the colon:

They asked them all: Who is responsible, Who will pay?

If the questions are not direct, then no capital is used:

Was is it that changed: time or day? the people? temperature?

Colon



If a stronger emphasis is needed than a comma provides in a question, then a colon can be used in place of a comma:

The teacher asked: who threw that pencil?
It was turned on again: so we wanted to know who turned it on?

After a notable name, a colon can be used instead of a comma to increase emphasis on the statement:

Member for Eildon Joe Blogs: 'Please lift your glasses...'
Her Majesty Queen Elizabeth: 'It is with gratitude that I...'

When introducing book subtitles, articles in newspapers or magazines etc. a colon is used:

HeraldSun: Man charged with theft
A–Z Book of Compliments: Giving Thanks

In the above instances, italics are used for the book, newspaper and magazine names as well as the article title.

If a sub-heading directly follows a heading you can use a colon:

The Rise of the Emperor: Gaining respect from the masses.

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Semicolon



Semicolons are used in sentences to: (a) connect independent clauses; (b) connect independent clauses, where one or more of the clauses includes a comma; (c) make inline lists easier to read if listed items include commas. Semicolons are stronger than commas and weaker than full stops.

Connecting clauses

A semicolon can be used to link independent clauses (sentences that contain a noun and verb, and that make sense):

They were to arrive today; they were expected late.

A semicolon is used when a comma is found in one or more of the independent clauses, or a connective (joining word) such as alternatively, however, nevertheless, or therefore, is used:

They were to arrive today; which they did, at a later time.

They were to arrive today; however, they were expected late.

Inline lists

A semicolon is used when multiple items are listed within a sentence, and one or more of them contains a comma:

The winners were Sally, from Victoria; and Tony, from NSW.

The outcomes were: singles, 20 percent; families, 33 percent.

Quote Marks



Quote marks (quotation marks) show direct speech in text. In line with the tendency to minimise punctuation, single quotation marks are used first and double quotation marks are used for quotes inside a quote. Always capitalise the first letter of direct speech.

Where to place the period

Periods (full stops) are placed outside quotation marks when using a carrier phrase with direct speech. (Carrier phrases are common phrases added to words to help children expand their sentences. Examples include: She said, I want, and That's a).

She said 'I do agree with her hypothesis'.

If not using a carrier phrase, place the period inside the quote:

'All agreed with that hypothesis.'

Long quotations

Quotations exceeding 30 words can be indented (block quotation). with no quotation marks, as the block quotation now differentiates the text. If the quote runs over multiple paragraphs and you don't wish to use block indentation, apply a quotation mark at the start of each paragraph, then one at the end of the quotation.

Quote Marks



Quote marks may be used to emphasise words or phrases in text, though this method is less popular today than other methods of emphasis such as using bold, italics, capitals and underlining. Quote marks can also be placed around technical terms such as 'arc converter' or 'piezoelectric motor', though they are only needed around the first instance in the text.

Quote marks with punctuation

Keep punctuation marks within the quotes when they make up part of the direct speech.

Harry stated, 'I want it on record that I was not present!'.
Sue yelled out, 'Where are my pencils?'.

Transcripts

In transcripts and similar pieces of writing, quote marks designating direct speech can be left out.

PENNY: Yes, raise the flag please.
THOMAS: Flags Ahoy.
PENNY: Very ceremonial of you, Thomas.

Ellipsis



Ellipsis points (...) are primarily used when quoting material to indicate that the quote is missing words that are present in the original. Ellipsis are also referred to as suspension points as they can be used to introduce suspense or show indecision. Finally they can indicate that general text is missing.

Ellipsis are formed by three consecutive full stops with no spaces. A space is always applied before and after the ellipsis (...) and never add a full stop to an ellipsis. Only question marks, quotation marks and exclamation marks can precede or follow an ellipsis.

Missing words in quotes

When using ellipsis to reduce the length of quoted material, be careful not to inadvertently modify the quote's intent:

‘Effective from today ... all workers will receive pay rises.’
‘All Australians will receive the update ...’

When a paragraph (or more) is missing from a quote, place the ellipsis on its own line to ensure the reader understands this:

‘Because of Covid restrictions things changed for the worst.
...
All workers were required to isolate.’

Ellipsis



Introducing suspense

Ellipsis can be used to introduce suspense. This can be useful for instance at the end of a page in a picture book, to create suspense that can only be relieved by turning the page:

end of page:	He opened the door and saw ...
top of next page:	A big wolf with a large cheeky grin.

Showing indecision

Ellipsis can be used to suggest indecision:

Oh ... um ... it is hard to know for sure.
He unconfidently stuttered no ... yes ... no ... maybe ... yes.

Incompleteness

Ellipsis can be used when the writer wants to convey to the reader that text is incomplete:

There were so many items that were missing from the chest ...

Forward Slash



The forward slash is also known as the *slash*, *stroke*, *oblique*, *solidus* and *virgule*. It has the following uses:

Website addresses

<http://www.microsoft.com/help/support/index.html>

Mathematics

The forward slash is used in mathematics as the division symbol:

$(a + b)/(c - d)$

Forward slashes are used when writing fractions (1/2 or 1/4) and as a replacement for the word *per*, *an* or *a* (100 km/h or 8 m/s).

Text alternatives

Use a forward slash to show an alternative when required, but this format should be avoided if possible as it can look clumsy, break the natural flow of the text and can be confusing:

yes/no/maybe, red/blue, and/or

Don't use forward slashes when spelling out units of measurement or to link words. Instead, use an en-dash (–) as shown here (2020–21) and only use a hyphen when linking words with individual identities (Yea-Mansfield bus).

HOME

Forward Slash



Abbreviations

Some abbreviated terms are accepted with forward slashes:

w/o	Without
n/a or N/A	Not applicable
R/C	Radio Control
C/o or c/o	Care of
P/O	Post Office (usually written PO Box now)

American date format (MM/DD/YYYYY)

Forward slashes are used when writing short-form dates in American English. This American format is based on an archaic historical branch of conversions inherited from the United Kingdom in times past.

This American format does not comply with the Standard International (SI) System of Measurement used in Australia and most of the world, so it should be avoided.

As computers and the internet incorporate 'all world' date standards, we have included an American date example below:

11/18/2020 (18 November 2020)

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Backslash



The backslash is not considered a punctuation mark, instead being a normal typesetting character (typographical mark). It is also known as the *hack*, *reverse slash*, or *slosh*. It is the mirror image of the slash (forward slash) and may be used in passwords, as well as computing and technology related publications and literature.

Programming and computer directory navigation

The backslash character can be used in passwords, web addresses, in file and folder paths on Microsoft DOS or Windows based computer systems, or when describing a path to a file or folder in a line of computer code:

```
C:\Windows\system\adobe_shared\adobe.inf
```

```
C:\Windows\system\adobe_shared\
```

Mathematics

While rare, the backslash does have some minor uses in mathematics, such as in *set difference* (see [set theory](#)).

The backslash is usually present on English versions of computer keyboards. As both the forward slash and the backslash are recognised as computing symbols; they cannot be used in the name of a computer file or computer folder.

HOME

Underscore



The underscore is not considered a punctuation mark, instead being a normal typesetting character (typographical mark). It is also known as *underline*, *underbar*, *low line* or *low dash*. Western typesetting does not generally use the underscore in text as it is considered distracting. However, it is broadly used in passwords and computing and technology related publications and literature.

Programming and computer directory navigation

The underscore character can be used in passwords, as well as in place of a space character: in web addresses, in file and folder paths on Microsoft DOS or Windows based computer systems, or when describing a path to a file or folder in a line of computer code:

```
C:\Windows\system\adobe_shared\adobe.inf  
C:\Windows\system\adobe_shared\
```

Underlining

The underscore should not be confused with the practice of underlining text. Underlining a character, word, sentence, paragraph or body of text is considered a form of emphasis.

HOME

PUBLISHING

PAPER SIZES

CHART

GSM

PHOTO SIZES

PHOTO EFFECTS

LAMINATING SLEEVES

SCREENS

ADVERTS

BOOKS

A4 MAGAZINE ADS

A4 PORTRAIT WITH PICS

A4 LANDSCAPE WITH PICS

RESOLUTION

COLOUR DEPTH

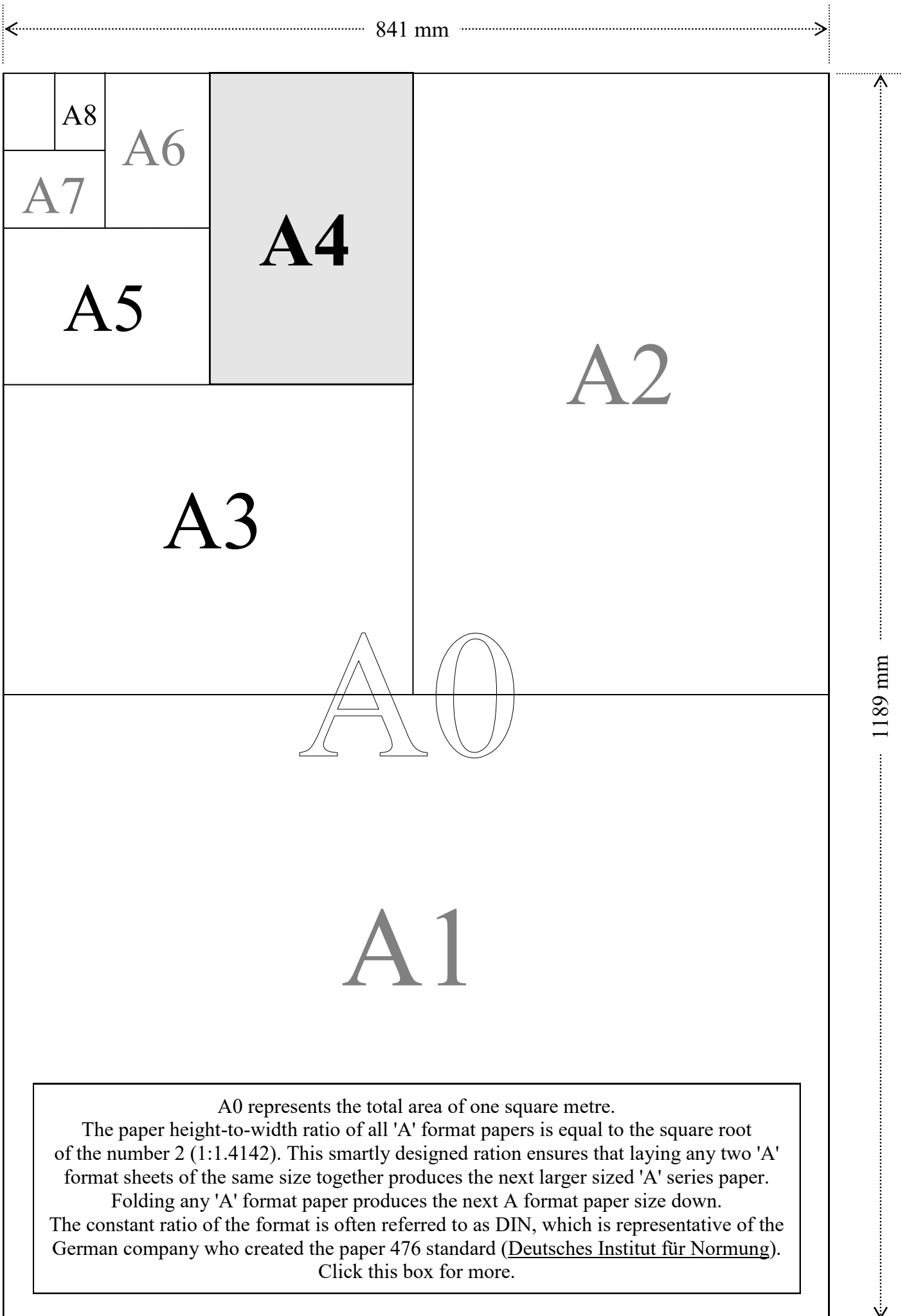
TYPOGRAPHY

FILLER TEXT

Paper

Size	cm	Inches	Pixels
A0	841 x 1189	33.11 x 46.81	9933 x 14043
A1	594 x 841	23.39 x 33.11	7016 X 9933
A2	420 x 594	16.54 x 23.39	4961 x 7016
A3	297 x 420	11.69 x 16.54	3508 x 4961
A4	210 x 297	8.27 x 11.69	2480 x 3508
A5	148 x 210	5.83 x 8.27	1748 x 2480
A6	105 x 148	4.13 x 5.83	1280 x 1748
A7	74 x 105	2.9 x 4.1	874 x 1240

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A0 represents the total area of one square metre.

The paper height-to-width ratio of all 'A' format papers is equal to the square root of the number 2 (1:1.4142). This smartly designed ration ensures that laying any two 'A' format sheets of the same size together produces the next larger sized 'A' series paper.

Folding any 'A' format paper produces the next A format paper size down.

The constant ratio of the format is often referred to as DIN, which is representative of the German company who created the paper 476 standard (Deutsches Institut für Normung).

Click this box for more.

GSM



gsm	Uses
35–55	Newspapers
75–100	Standard office paper (<i>usually 80 gsm in Australia</i>)
150–170	Standard fliers
150–170	Brochures
170–200	Posters
200–300	Premium fliers
350–400	Heavy card

gsm is the measurement of paper weight per metre (grams per metre). Paper weight should not be confused with thickness. It is possible to have a paper with a higher gsm value that is thinner because of the quality of paper it is made from. The most common paper gsm values are: 80, 90, 100, 120, 150, 170, 200, 250, 300, 350 and 400.

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Photos



Size	mm	Inches	Pixels (@ 300 dpi)	Ratio
4R	102 x 152	6 x 4	1800 x 1200	3:2
5R	127 x 178	7 x 5	2100 x 1500	7:5
6R	152 x 203	8 x 6	2400 x 1800	4:3
8R	203 x 254	10 x 8	3000 x 2400	5:4
S8R	203 x 308	12 x 8	3600 x 2400	3:2
S10R	254 x 381	15 x 10	4500 x 3000	3:2
12R	208 x 381	15 x 12	4500 x 3600	15:12
Poster	508 x 813	32 x 20	9600 x 6000	16:10

Effects



HOME

Laminates



The use of heat activated plastic laminating sleeves can help protect documents by making them waterproof and more rigid. Laminating documents can also improve contrast and colours. Heat activated laminates require the use of a laminating machine. These come in various sizes and qualities. Ensure you buy a machine capable of laminating the sleeve thickness you wish to use.

micron	Uses
80	Basic (cheapest and most commonly used)
100	Everyday (best all-round laminate)
125	Advanced
175	Premium (ensure your machine supports this)
250	Ultimate (ensure your machine supports this)

Micron is the measurement used for the width of plastic sleeves. One micron is one thousandth of an millimetre and the measurement usually accounts for the thickness of just one side of the two-sided sleeve. Common laminate widths are: 80, 100, 125, 175 and 250. The most common finish is gloss. Laminates come in various sizes and large formats such as A0 or A1 (poster) are usually in rolls.

Screens



Name	Inches	Pixels	Aspect ratio
DVD PAL		720 x 576	
720p		1280 x 720	16:9
1080p (HDTV)		1920 x 1080	16:9
Full HDTV		2560 x 1440	16:9
4320p		7680 x 4320	16:9
4K TV		4096 x 2304	16:9
5K TV		5120 x 2880	16:9
iPhone	3.5	340 x 480	2:3
iPhone4	3.5	640 x 960	2:3
iPhone5	4	640 x 1136	16:9
iPhone6, 7, 8	4.7	750 x1334	16:9
iPhone6, 7, 8 Plus	5.5	1080 x 1920	16:9
iPhoneX	5.8	2436 x 1125	19.5:9
iPhoneXR LED	6.1	1792 x 828	19.5:9
iPhoneXs OLED	5.8	2436 x 1125	19.5:9
iPhoneXs Max OLED	6.5	2688 x 1242	19.5:9
iPhone11, 12	6.06	1792 x 828	19.5:9
iPhone11, 12 Pro	5.85	2436 x1125	19.5:9
iPhone11, 12 Pro Max	6.46	2688 x 1242	19.5:9
iPhone Mini	5.4	1080 x 2340	19.5:9
iPad 1, 2	9.7	1024 x 768	4:3
iPad 3, 4 Air	9.7	2048 x 1536	4:3
iPad Mini	7.9	1024 x 768	4:3
iPad Pro 9.7	9.7	2048 x 1536	4:3
iPad Pro 10.5	10.5	2224 x 1668	4:3
iPad Pro 12.9	12.9	2048 x 2732	4:3

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Advertisements



NAME	mm	Screen
Full Banner	468 x 60	
Leader board	728 x 90	
Square	250 x 250	
Wide Skyscraper	600 x 160	
Skyscraper	160 x 600	
Vertical Banner	120 x 240	
Half Banner	234 x 60	

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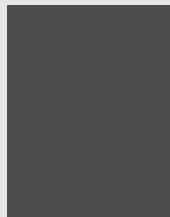
Books



Digest
5.5 x 8.5 in



US Letter
8.5 x 11 in



A4
21 x 29.7 cm



A5
14.8 x 21 cm



Comic Book
6.625 x 10.25 in



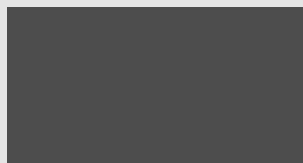
Landscape
9 x 7 in



Square
8.5 x
8.5 in



**Large
Landscape**
12.75 x
10.75 in



**Photo
Landscape**
16 x 9 in

HOME

A4 Mag Ads



NAME	mm	Screen
eSplash Skyscraper High for A4 Portrait Publication	70.8 x 297	836 x 3508 px @ 300 dpi
eSplash Banner Wide (23:1) for A4 Portrait Publication	21 x 91.3	2480 x 1078 px @ 300 dpi
eSplash Quarter A4 Page for A4 Portrait Publication	101.6 x 143.7	1200 x 1697 px @ 300 dpi

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A4 Portrait



We generally
save pictures
at 300 dpi for
print and 96 dpi
for screen.

1600px



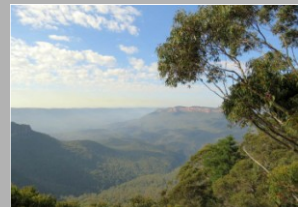
1200px



1000px



700px



A4 page = 2480 x 3058 pixels

HOME

A4 Landscape



We generally save pictures at 300 dpi for print and 96 dpi for screen.

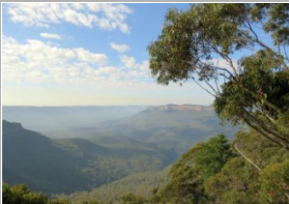
1600px



1000px



700px



1200px



A4 Page = 3058 x 2480 pixels

HOME

Resolution



Resolution is a term used to describe: the number of pixels on screens; the number of dots on printed material; or the printable lines on halftone printers and laser printers. The higher the number, the higher the resolution and the better the output quality.

Resolution in electronic screens such as those used in computers, TV's and mobile devices, are measured in pixels per inch (ppi). A pixel is the smallest device in a display capable of producing light. Screens today have a minimum screen resolution of 72–110 ppi. Newer screens can exceed 300 ppi.

Output devices such as printers used in homes are measured in dots per inch (dpi). Most modern printers can print at least 1200 dpi, however, some older printers still print at only 300 dpi.

Resolution in professional halftone presses are measured in lines per inch (lpi). The higher the number, the better the print quality. A typical halftone laser printer can print at 85–105 lpi, while a professional offset press can print up to 85–185 lpi.



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Colour Depth

Colour depth or colour bit is measured in bits (bit depth) and is used to describe the number of colours a monitor can display. The bit is the smallest unit of data in computing language and each bit can exist in the *on* or *off* state (0 or 1). Therefore if a monitor had a one bit colour depth, each pixel could display as on or off. Early monitors had one bit colour depth and were called mono monitors.

Today colour depths have reached 32 bit (each pixel is capable of displaying more than 32 million colour variations. However, it is generally accepted that 24 bit colour is the threshold of discernible colours for the human eye.

- 1 bit** - Two colour states (on or off)
- 2 bit** - Four states
- 4 bit** - 16 colours
- 8 bit** - 256 colours
- 16 bit** - 65,536
- 24 bit** - 16,777,216
- 32 bit** - 16,777,216 plus an extra 8 bits for 256 levels of opacity



HOME

Typography



'Typography is the art and technique of arranging type to make written language legible, readable and appealing when displayed'.

Wiki

In today's mechanised world, writing is less about the application of pencil and paper and more about arranging type with modern interfaces. As a result of modernisation, typography has been elevated to the centre of a world of writing and instant publishing.

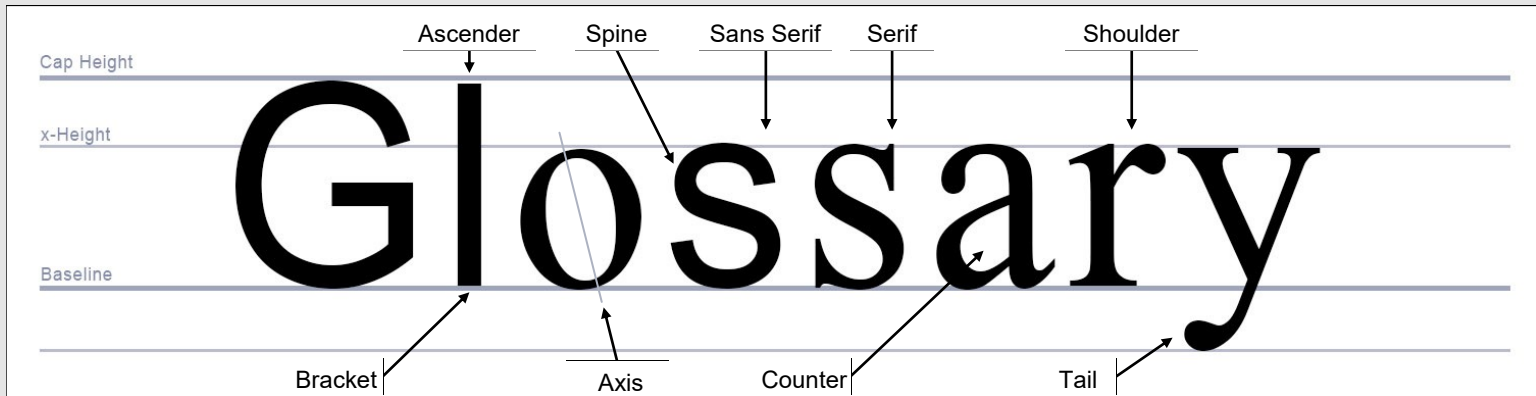
Traditionally typography referred to the work of a typesetter (compositor) whose job it was to arrange words, letters, numbers and symbols for publication. This was a time consuming task which required great skill and knowledge. Today this can be achieved by anyone with a computer.

This section is designed to introduce you to just a few of the basics of typography.



HOME

Typography



Serif Small decorative strokes added to the end of a letter's main strokes. Serifs improve readability by leading the eye along the line of type. Serif fonts are often considered as being older style and are often used in historic texts.

Sans Serif A type face that does not have serifs. Generally a low-contrast design. Sans serif faces lend a clean, simple appearance to documents. These fonts are often considered as being more modern and are often used in modern texts.

Apex The juncture of two converging strokes, such as at the top of A, M, N and W.

Axis A design feature of many rounded characters found in older fonts by the thinning of their strokes.

Counter The fully or partially enclosed area of a character.

Tail The short stroke extending downwards from a letterform.

Weight The relative darkness of the characters in the various typefaces within a type family. Weight is indicated by relative terms such as thin, light, bold, extra-bold, and black.

X-Height Traditionally, x-height is the height of the lowercase letter x. It is also the height of the body of lowercase letters (excluding ascenders and descenders). Some lower-case letters without ascenders or descenders may still extend above or below the x-height as part of their design. The x-height can vary greatly between typefaces.

Vertex The juncture of two converging strokes, usually at the bottom of a character, such as in M, V, W, V and W.

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Typography



ALL CAPS

All caps are when all text is represented at the same height as a capital in that font. It is used for emphasis and is common on book titles, magazine titles and advertising.

Example: THE BROWN FOX JUMPED OVER THE FENCE

SMALL CAPS

Small Caps are uppercase letters of the same height and width as the surrounding small case letters and are often used as a replacement to All caps when a less emphatic style or emphasis is required. They are often seen in headings before paragraphs and in advertising.

Example 1: THE BROWN FOX JUMPED OVER THE FENCE

EXAMPLE 2: THE BROWN FOX JUMPED OVER THE FENCE

Example two is an alternative form where certain words are capitalised. This changes with each publisher.

Lower case

Lower case letters are letters that are smaller than their upper case counterparts. Standard text (such as this paragraph) uses lower case lettering. It is generally accepted that lower case is the most legible of font styles.

Example: The brown fox jumped over the fence

HOME

Typography



When to use old or new style fonts

The question of when to use an old style font (such as Times New Roman which has serifs) in a publication and when to use a newer style font (such as Arial which has no serifs) draws much discussion.

As this publication has a strong interest in supporting the Education sector, I feel a simple approach to this question is warranted here and for those wanting more, they can browse the internet which has thousands of sites that offer more on font usage.

We recommend that the use of an old style font be used only when publishing documents that are historical in nature and a modern font should be used at all other time.

The old barque set sail into the sunset. (Times New Roman)
Sally turned and checked email on her phone before leaving. (Arial)

Note that there are tens of thousands of fonts available online that are more decorative and fun in style. We suggest that a writer use these sparingly unless producing publications which require and create visual elements that are benefitted by these style of fonts.

Overuse of font styles in a publication

While there may be times when font styles change in a document or body of text, we recommend that having numerous font styles within one publication be minimised. This ensures consistency across the publication and also helps maintain the reader's experience.

HOME

Typography



DO MODERN WEBSITES USE OLD STYLE FONTS?

1. Google	Sans Serif Style
2. Bing	Sans Serif Style
3. Wiki	Sans Serif Style
4. Facebook	Sans Serif Style
5. Twitter	Sans Serif Style
6. YouTube	Sans Serif Style
7. Vimeo	Sans Serif Style
8. eBay	Sans Serif Style
9. CNN	Sans Serif Style
10. Sky News	Sans Serif Style
11. New York Times	Sans Serif Style
12. Apple	Sans Serif Style
13. Microsoft	Sans Serif Style
14. HeraldSun	Sans Serif Style
15. Age	Sans Serif Style
16. Australian	Sans Serif Style
17. ABC News	Sans Serif Style
18. Trove	Sans Serif Style
19. Australian War Memorial	Sans Serif Style
20. EziBuy	Serif Style

Only around five percent of these websites are using older style fonts.

HOME

Add Filler Text



Lorem ipsum is placeholder text commonly used in the graphic, print, and publishing industries for previewing layouts and visual mockups. To insert placeholder text to a Microsoft Word document, type =lorem() on the keyboard and press enter:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Use descriptors in the parenthesis stipulate paragraphs and lines.

=lorem(4, 4) will insert:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede.

You can also experiment with =rand() and =rand.old(). Using descriptors work here too and the latter inserts 'The quick brown fox jumps over the lazy dog'.

HOME

MEASUREMENT

METRIC SYSTEM

SI MEASUREMENT

DAY

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Metric System

The Metric System is the standard used by most scientific disciplines across the world. The system is based upon measures of distance (in metres), volume (in litres) and mass (in grams).

Scales of measurements increase or decrease as multiples of ten and are represented by the use of prefixes.



HOME

SI Measurement

The Metric System is based on a standard known as the 'International System of Units' (SI). This System revolves around Base units and Derived units and came into effect in 1960.

Base SI units: are units used to express all known physical quantities (such as time).

Derived SI units: are units derived from the Base SI units and used to express physical quantities such as velocity (derived from both time and length).



HOME

7 Base SI Units

of which all physical quantities are measured:

Quantity	SI unit	Symbol
length (L)	metre	m
mass (M)	kilogram	kg
time (T)	seconds	s
electric current (I)	ampere	A
thermodynamic temperature (Θ)	kelvin or degree celsius	K or $^{\circ}\text{C}$
luminous intensity (J)	candela	cd
amount of substance (N)	mole	mol

HOME

22 Derived Units

derived from base SI units:

Quantity	Unit	Symbol
area	square metre	m^2
volume	cubic metre	m^3
speed	metre per second	m s^{-1} or m/s
acceleration	metre per second	m s^{-2} or m/s^2
force	newton	N
energy	joule	J
power	watt	W
volt	electric potential	V
resistance	ohm	Ω
frequency	hertz	Hz
lumen	light flux	lm

HOME

SI Prefixes

These include:

Prefix	Symbol	Decimal
centi	C	0.01
deci	D	0.1
deca	Da	10
hector	h	100
kilo	k	1 000
mega	M	1 000 000
giga	G	1 000 000 000
tera	T	1 000 000 000 000
peta	P	1 000 000 000 000 000
exa	E	1 000 000 000 000 000 000

HOME

Measurement

Always add a space between the number and unit (100 km).

Keep the same measurement. (3250 mm, not 3 m 20 cm 50 mm).

Print abbreviated singular and plural units the same (1 m or 20 m).

Spelt out units can be plurals (1 kilometre, 10 kilometres).

Spell out the unit when using it in a non-numerical context.

With abbreviated units, no full stop is used unless the unit is at the end of a sentence.

If units are spelt out, they should not have a capital letter. The only exception to this is the word *Celsius* (as used in degree Celsius).

When writing multiple units or the same type, only use one symbol. This includes in comparisons such as.

The ball bounced at the 20 and 10 m positions.

He questioned if the car was travelling at 100 or 110 kmh.

The use of non SI units

The SI Standard currently accepts the use of certain other metric and non-metric units traditional in various fields. These units are supposed to be defined in relation to the SI in every document in which they are used. Their use is no longer encouraged and will likely disappear over time. They include:

- 'nautical mile' and 'knot' (used at sea and in meteorology).
- 'are' and 'hectare' (metric units of area).
- 'bar' (pressure unit which includes 'millibar' in meteorology and the 'kilobar' in engineering).
- 'angstrom' and the 'barn' (used in physics and astronomy).
- 'feet' (used in aeronautical and maritime areas).
- 'inches' (used in photography and graphic design).
- 'hands' (used for measuring height of horses).

Date



Format	Example
DD month YYYY	16 September 1966

Covering two or more full years	
YYYY–YYYY	1966–2014

An overlapping period of less than 24 months	
YYYY/YY	1966/67

Decades	
YYYYs	1990s (Not nineties, 90s or 1990's)

HOME

Examples



16 September 1966

NO th



One period to another
1966–2014

NO SPACES



Two consecutive years
1966–67

NO SPACES



HOME

Time



Unit	Symbol	Example
years	yr	4 yr
days	d	4 d
hours	h	4 h
minutes	min	4 min
seconds	sec or s	4 sec or 4 s
milli second	msec	4 msec
ante meridiem	am	2.30 am
post meridiem	pm	4.00 pm
noon	noon	12 noon
midnight	midnight	12 midnight

HOME

Examples



hours

2.00 pm

SPACE

hours and minutes

6.30 am

SPACE

noon / midnight

12 noon / 12 midnight

SPACE

SPACE

HOME

Length



Unit	Symbol	Example
kilometre	km	4 km
metre	m	4 m
centimetre	cm	4 cm
millimetres	mm	4 m
micrometre	μm	4 μm
nanometre	nm	4 nm

Unit symbols are not adjusted for the plural, but retain their exact form as above.

HOME

Examples



200 kilometres

200 kms

SPACE

NO 'S'

250 metres

250 ms

SPACE

NO 'S'

4 centimetres

4 cms

SPACE

NO 'S'

HOME

Area



Unit	Symbol	Example
square kilometre	km^2	4 km^2
hectare	ha	4 ha
square metre	m^2	4 m^2
square centimetre	cm^2	4 cm^2

HOME

Examples



200 kilometres squared

200 km²

SPACE

250 hectares

250 ha^s

SPACE

NO 'S'

4 square centimetres

4 cm²s

SPACE

NO 'S'

HOME

Mass



Unit	Symbol	Example
metric tonne	mt	4 mt
kilogram	kg	4 kg
gram	g	4 g
milligram	mg	4 mg
microgram	μg	4 μg
grams per square metre	gsm	80 gsm

HOME

Examples



30 kilograms

30 kgs

SPACE

NO 'S'

30 grams

30 gs

SPACE

NO 'S'

100 milligrams

100 mgs

SPACE

NO 'S'

HOME

Speed



Unit	Symbol	Example
velocity	v	$v = d/t$
millimetres per second	mm/s	4 mm/s
metres per second	m/s	4 m/s
kilometres per second	km/s	4 km/s
kilometres per hour	km/h	4 km/h

HOME

Examples



30 kilometres per hour

30 km/h

SPACE

Always includes '/'

30 metres per second

30 m/s

SPACE

Always includes '/'

100 millimetres per second

100 mm/s

SPACE

Always includes '/'

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Volume



Unit	Symbol	Example
megalitre (1,000,000 litres)	ML	4 ML
kilolitre (1000 litres)	KL	4 KL
litre	L	4 L
millilitre	mL	4 mL
microlitre	μ L	4 μ L

HOME

Examples



50 litres

50 Ls

SPACE

NO 'S'

30 millilitres

30 mLs

SPACE

NO 'S'

1,000 microlitres

1000 μ Ls

SPACE

NO 'S'

HOME

Power



Unit	Symbol	Example
horsepower	hp	4 hp

There are many different standards and types of horsepower used across the world. However, it is most often used in reference to the output of engines or motors.

HOME

Examples



4 hp

SPACE

HOME

Time



Unit	Symbol	Example
years	yr	4 yr
days	d	4 d
hours	h	4 h
minutes	min	4 min
seconds	sec or s	4 sec or 4 s
milli second	msec	4 msec
ante meridiem	am	2.30 am
post meridiem	pm	4.00 pm
noon	noon	12 noon
midnight	midnight	12 midnight

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Examples



hours

2.00 pm

SPACE

hours and minutes

6.30 am

SPACE

noon / midnight

12 noon / 12 midnight

SPACE

SPACE

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Date



Format	Example
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Covering two or more full years	
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Examples



16 September 1966

NO th



One period to another
1966–2014

NO SPACES



Two consecutive years
1966–67

NO SPACES



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IMPERIAL CONTENTS

INTRODUCTION TO IMPERIAL

LENGTH

VOLUME

WEIGHT

SPEED

NAUTICAL

IMERIAL MONEY

Imperial Units

Imperial (or British Imperial) measurement relates to an older system of measurement first implemented in the Weights and Measures Act 1824 in Great Britain. It has now been replaced with the Metric System.

Many countries still use elements of the imperial system, including America, Canada, England and Australia.

See charts on the following pages.



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Imperial Units Length

Unit	Symbol	Relative to previous	Example
thou	th		4 thou
inch	in	1/12	4" (4 in)
foot	ft	12 in	4' (4 ft)
yard	yd	3 ft	4 yd
chain	ch	22 yd	4 ch
furlong	fur	10 ch	4 fur
mile	mi	8 fur	4 mi
league	lea	3 mi	4 lea

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Imperial Units Volume

Unit	Symbol	Per Imperial ounce	Example
fluid ounce	fl oz	1	4 fl oz
gill	gi	5	4 gi
pint	pt	20	4 pt
quart	qt	40	4 qt
gallon	gal	160	4 gal

HOME

Imperial Units Weight

Unit	Symbol	Per Imperial pound	Example
grain	gr	1/7000	4 gr
dram/drachm	dr	1/256	4 dr
ounce	oz	1/16	4 oz
pound	lb	1	4 lb
stone	st	14	4 st
quarter	qtr	28	4 qtr
hundredweight	cwt	112	4 cwt
ton	t	2240	4 t

HOME

Imperial Units Speed

Unit	Symbol	Example
velocity	v	$v = d/t$
inch per second	in/s	4 in/s
inch per hour	in/h	4 in/h
foot per second	f/s	4 f/s
foot per hour	f/h	4 f/h
miles per second	m/s	4 m/s
miles per hour	m/h	4 m/h
knot	kn	4 kn

HOME

Imperial Units

Nautical

Unit	Symbol	Relative to	Example
fathom	ftm	6 feet (1.8 m)	4 ftm
cable	cable	100 ftm	4 cable
nautical mile	nmi	10 cables	4 nmi
knot	kn	1852 m/hour	4 kn

fathom Equal to six feet, the length of rope a man can extend from open arm to open arm. The rope was lowered into the sea to measure depth.

cable length The length of a ship's cable (608 feet).

nautical mile 10 cable lengths (6,076 feet).

1 nautical mile 1.1508 miles (1.852 km)

knot Measure of speed travelled on water. 1 knot is equal to 1 nautical mile per hour.

HOME

Imperial Units Money

Unit	Equals	Notation	Au currency
Guinea	21 shillings	£1.1.0	\$2.10
Pound	20 shillings	£1	\$2
Crown	5 shillings	5/-	50 cents
Half Crown	2 shillings 6 pence	2/6	25 cents
Florin	2 shillings	2/-	20 cents
Shilling	12 pennies	1/-	10 cents
Sixpence	6 pennies	6d	5 cents
Threepence	3 pennies	3d	
Penny	2 halfpennies	1d	1 cent
Halfpenny	2 farthings	1/2d	
Farthings	Quarter penny	1/4d	

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OTHER

ROMAN NUMERALS

COMPASS POINTS

24 HOUR CLOCK FORMAT

ERAS

TEMPERATURE

PRESSURE

COMPUTER

RICHTER EARTHQUAKE SCALE

BIBLE ARITHMETIC

Roman Numerals

Roman Numerals is the name for the numeric system once used by the ancient Romans. It was replaced by other systems from the 14th century. Today Roman Numerals are only used occasionally.

Roman Numerals are based entirely on seven Roman Numeral symbols and numbers are formed by adding or subtracting the value of combined symbols (*i.e.* VII is equal to 7).



HOME

Roman Numerals of Ancient Rome

Symbol	Value	Example
I	1	I = 1, II = 2, III = 3, IV = 4
V	5	V = 5, VI = 6 VII = 7, VIII = 8 VIII = 9
X	10	XXX = 30
L	50	LX = 60
C	100	CXVI = 116
D	500	DCL = 650
M	1000	MXVI = 1016

Compass Points

Symbol	Value	Example
N	north	He lived at the North Pole.
NE	north-east	He went north-east.
E	east	He went east.
SE	south-east	He went south-east.
S	south	He went to South Melbourne.
SW	south-west	He went south-west.
W	west	He went west.
NW	north-west	He went north-west.

The directions north, east, south-west should not be given capitals unless they form a part of an actual name, such as the North Pole or North Melbourne.

24 hour Clock System

24 hour	time
00:00	12 am (day start)
01:00	1 am
02:00	2 am
03:00	3 am
04:00	4 am
05:00	5 am
06:00	6 am
07:00	7 am
08:00	8 am
09:00	9 am
10:00	10 am
11:00	11 am
12:00	12 pm (noon)

24 hour	time
13:00	1 pm
14:00	2 pm
15:00	3 pm
16:00	4 pm
17:00	5 pm
18:00	6 pm
19:00	7 pm
20:00	8 pm
21:00	9 pm
22:00	10 pm
23:00	11 pm
24:00	Midnight

The 24 hour clock is a time convention whereby the day runs from midnight and the hours passed are represented by the numbers 0–23.

The format accepted standard for writing 24 hour time is hh:mm.

(e.g. 15:35 = 3.35 pm, 08:55 = 8.55 am, 12.46 = 12.46 pm).

08:00 would be pronounced 'O eight hundred hours' and

16:00 would be pronounced 'sixteen hundred hours'.

HOME

Eras



There are two eras used today. These are AD (Anno Domini) and BC (Before Christ). BC represents the period before the birth of Christ and AD represents the era after the birth of Christ. Anno Domini is translated 'In the year of our Lord'.

Today it is acceptable to replace AD with CE (Common Era) and BC with BCE (before Common Era).

See chart next page.



HOME

Eras



Value	Symbol	Example
Before Christ	BC	10 000 BC
Anno Domini	AD	10 000 AD
Before Common Era	BCE	10 000 BCE
Common Era	CE	10 000 CE
Before Present	BP	10 000 BP

While AD was previously applied before the number, it is now applied afterwards for consistency and readability.

BCE / CE are modern versions of BC / AD and revolve around the term 'Common Era'.

BP stands for 'Before Present' and is also becoming popular.

HOME

Examples



AD

AD 1956

AD first

SPACE

BC

1956 BC

SPACE

BC second

BCE / CE

Same as BC or AD

Periods can be used, though are not required.

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Temperature



Symbol	Value	Example
°C	degree Celsius	30°C
K	Kelvin	30 K
°F (non SI)	Fahrenheit	30°F

A common unit of temperature is the SI unit degree Celsius.

Kelvin (K) is the unit of thermodynamic temperature (absolute zero) and as of May 2019 is equal to -273.15°C .

Fahrenheit is a non-SI standard still used in some countries such as the United States of America. 1 degree Celsius equals 33.8 degrees Fahrenheit.

32°F (0°C) is the temperature that water freezes and 212°F (100°C) is the temperature that water boils.

The Celsius and Fahrenheit scales intersect at 40°C / 40°F . Both of these values represent the same temperature.

HOME

Examples



Celsius

0°C

NO SPACE

Kelvin

55 K

SPACE

Fahrenheit

73°F

NO SPACE

HOME

Pressure

Value	Symbol	Example
pascal	Pa	4 Pa
atmosphere	atm	4 atm
kilopascal	kPa	4 kPa
bar	bar	4 bar
millibar	mb or mbar	4 mb
kilobar	kbar	4 kbar
megabar	Mbar	4 Mbar
pounds per square inch	psi	4 psi

The official SI unit for pressure is the pascal.

HOME

Computer

Value	Symbol	Value	Example
byte	B	8 bits	8 B
kilobyte	kB	1000	4 kB
megabyte	MB	1000^2	4 MB
gigabyte	GB	1000^3	4 GB
terabyte	TB	1000^4	4 TB
petabyte	PB	1000^5	4 PB
exabyte	EB	1000^6	4 EB
zettabyte	ZB	1000^7	4 ZB
yottabyte	YB	1000^8	4 YB

The above chart is based on the decimal system.
In the binary system KB is used for kilobyte
and is equal to 1024 bytes.

HOME

Richter Scale Earthquake

Magnitude	Description	Example
less than 2	micro	magnitude 1.25 earthquake
2.0–2.9	minor	magnitude 2.03 earthquake
3.0–3.9		magnitude 3.1 earthquake
4.0–4.9	light	magnitude 4.65 earthquake
5.0–5.9	moderate	magnitude 5.9 earthquake
6.0–6.9	strong	magnitude 6.3 earthquake
7.0–7.9	major	magnitude 7.1 earthquake
8.0–8.9	great	magnitude 8.5 earthquake
9.0 and greater		magnitude 9.2 earthquake

The scale is a base -10 logarithmic scale which is logarithmic in nature. A whole-number jump indicates a tenfold increase in the earthquake's magnitude.

HOME

Biblical Arithmetic

Value	Value	Example
Ezekiel's Reed	Nearly 11 feet	11 ft
Cubit	Nearly twenty-two inches	22 in
Hand's breadth	Three and five eighth inches	3 5/8"
Fingers breadth	A little less than once inch	Less than 1"
Shekel of silver	Two shillings and eightpence	2s8p
Shekel of gold	Two pounds	£2
Talent of silver	Four hundred pound	£400
Talent of gold	Nearly six thousand pound	Nearly £6000
Piece of silver	Eightpence halfpenny	
Mite	A little less than a farthing	Less than 1 f
Gerah	Three halfpence	
Ephah (bath)	Four gallons and five pints	
Hin	Three quarts and three pints	
Omer	Six pints	
Cab	Five pints	

This is a general guide only due to variations in interpretations.

HOME

Free Educational Resource



Tell me and I forget, teach me and
I remember, involve me and I learn

Benjamin Franklin